

EVENT PLANNING GUIDELINES

First, thank you for volunteering to Host an Event. This is the spirit that makes our Club so great! These pages contain information regarding fliers, event activities, funding and reporting. Please contact Kathie Beamer or Phoebe Wietzke, Cruise Fleet Co-Captains, if you have questions or if we can be of help in any way.

Event Planning

What is critical for your event's success: your event team, confirmation of site availability (particularly with Harbor Masters to avoid double bookings of events at marinas), the venue's capacity to handle the expected attendance, refreshments, entertainment and cost.

Funding

Generally all events are expected to break even. Ideally all expenses should be covered by the event fee. If you require a check for a deposit or to prepay a large expense, please allow sufficient time for the BCYC Treasurer to issue one. The Club pays for printing and mailing costs for invitations. If you would like to consider live entertainment, please discuss this with the Cruise Fleet Co-Captains. You can use the proceeds of the 50/50 raffle to offset costs. (Note: Everyone pays the fee, Hosts, Board Members and VIPs.) Any gratuity for the Harbor Masters is at the discretion of the Event Hosts.

Fliers

The Hosts are responsible for creating the flier for their event. If you need help, Dave Germond (our Membership Director) will help with the design and setup of your flier once you have all the necessary information to him. Please send the finalized flier to Kathie and Phoebe to proofread. You must then forward the flier to Barb Ellwanger for posting to our website, and to Dave Germond for distribution to our membership. Remember that this back and forth process can take some time, so plan accordingly and start early.

Fliers should be completed at least one month prior to the scheduled event.

Event Sign-In/Name Tags/50/50 Raffle

Please make sure you have an accurate count of attendees. The Club provides nametags, nautical napkins, nautical paper plates, cups, plastic ware and 50/50 raffle tickets unless you have a specific theme.

Pictures

Please arrange for a photographer for your event. These should be high resolution photos, preferably taken in a horizontal format. The photos should be sent to any of the contact persons listed below.

Event Report and Financial Report

Please complete the Event Report Form with a 125-200 word article about your event. The report should be a summary of your event and include game winners, attendance and persons you wish to thank. This form along with the financial report, cash, receipts and checks should be given to Kathie or Phoebe within 10 days of the event. **Do not reimburse anyone for expenses out of cash receipts.** It is more efficient to track expenses if the Treasurer issues checks. These reports are now available online on our website under the tab Cruise Fleet at the bottom of the page. Option to print off and complete or complete online and scan and email us the copies of your receipts.

Cancellation

Events should not be cancelled if at all possible. Please contact Phoebe or Kathie before considering a cancellation.

Again thank you for volunteering. You will have a great time at your event!!!!

CRUISE FLEET CONTACTS:

Kathie Beamer 231-582-1040

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MEMBERSHIP DIRECTOR:

Dave Germond 517-256-1800

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